INFORMATION TECHNOLOGY COMMITTEE
MINUTES
June 2, 2004

PLACE: Room 119, Darien Town Hall   TIME: 8:30 a.m.

ATTENDING: Pugh, Hovell, Kramer, Ginsberg, Dever, Penn, Gray, Harrel, Crary, Berry, McManus, Plehaty, Adams

Approval of Minutes

Mr. Hovell made a motion to approve the April 7, 2004 minutes as written. That motion was seconded by Mr. Penn and unanimously approved.

CIO Reports and Questions

Mr. Gray noted upcoming technology changes at the library, including changes to the wireless system. The newsletter will soon be sent from their own server, in order to avoid confusion with spam. A software audit is being done. Ms. Berry outlined some of the interesting features of the new Seattle library. An "EZPass"-type i.d. card for possible use at the library and other Town locations was then discussed. Mr. Harrel suggested that a meeting with a potential vendor be organized to better understand the capabilities of such a system.

Mr. Adams then summarized his June 1 CIO report. He said that the new high school is the big project, and a number of meetings have been held to prepare for implementation.

He then outlined the ParentConnect system. Dr. Kramer said that they hope to implement it fully next year. She mentioned that certain technology was cut from the Board of Education budget next year. Mr. Penn then asked about enrollment projections. Dr. Kramer said that students will be accommodated under projected enrollment. She added that the AvalonBay enrollments are as originally projected.

Chief McManus said that frame delay will be ordered today, and installation will occur within 6 weeks. The expect the project to be operational by September. Training will also be occurring over the next few months. Mr. Plehaty asked about the frame relay system.

Update on Town-Wide Web

Ms. Berry updated the group on the web site. She noted that policy decisions need to be made regarding potential additions to the site. Ms. Berry will work with First Selectwoman Klein on pursuing a committee as recommended in the Blum Shapiro report. She noted the importance of adding forms to the web site.

Update on 2004-2005 Budget

Mr. Crary said that there are two technology items in next year's Town Budget. The e-connect program was approved by the Board of Finance. Next month will be a kick-off meeting for this project. The ultimate goal is registration and payment over the web. The Blum Shapiro report notes items to be accomplished, but doesn't focus on implementation steps. Mr. Pugh said

decisions have to be made on prioritizing items in the Blum Shapiro report, and including them in budgets of future years. One priority will be making a determination on GIS software. This should occur prior to putting GIS on more Town Hall desktops. Mr. Crary noted that the near-term focus will be a web site committee, e-connect, and GIS. Ms. Berry reminded everyone of the need for "ownership." (Ms. Clarke for MUNIS, Mr. Ginsberg for GIS, Library for web site, etc.).

Mr. Hovell suggested having the new Tax Assessor Anthony Homicki come to the ITC September 1st meeting.

Mr. Pugh asked about "owners" reading the final Blum Shapiro report and prioritizing and determining feasibility, and a timetable for implementation. He wanted to therefore have a Special ITC meeting in July. July 7 was tentatively selected. Mr. Ginsberg will confirm with ITC members whether July 7 or 14 was best. Mr. Pugh asked everyone to read the Blum Shapiro report in the meantime.

Mr. Harrel mentioned the need to keep the Board of Selectmen informed and advised. Mr. Hovell said that the ITC needs to take a leadership role. Mr. Crary said that projects should be presented to the Board of Selectmen. Ms. Berry said that communication and cooperation are important.

The meeting was then adjourned at 9:55 a.m.

Respectfully submitted:

Jeremy B. Ginsberg

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